

## ACCEPTABLE COMPUTER SYSTEM USE

All use of the Alexandria City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

### **Computer System Use Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing, or downloading unauthorized material via the computer system.
- downloading of unauthorized software.
- downloading copyrighted material for unauthorized use.
- using the computer system for private financial or commercial gain.
- using resources, to include file space, in a wasteful manner.
- gaining unauthorized access to resources or entities.
- posting material authorized or created by another without his or her consent.
- using the computer system for commercial or private advertising.
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

4. **Electronic Mail.** ACPS owns and controls the ACPS electronic mail system. ACPS may provide electronic mail to aid students and staff in fulfilling their duties and as an education

tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

5. **Network Etiquette.** ACPS expects each user to abide by generally accepted rules of etiquette, including the following:

- Users shall be polite and use appropriate language in all communications.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Users are prohibited from using obscene, lewd, profane, threatening or disrespectful language
- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.

6. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

7. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

8. **Due Diligence in Care of Computer Equipment.** ACPS expects all users of ACPS computer equipment to make every effort to afford the equipment with proper care and security. In the case of portable equipment or equipment assigned to individuals for use off-site or at home, the user must accept personal responsibility for said equipment, and must accept the risk of theft, loss, or damage due to negligence.

9. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

10. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long distance charges.

11. **Internet Safety.** In accordance with Virginia Code 22.1-70.2, the Alexandria City Public Schools trains students to use best practices in internet safety. Beginning in the 2008-2009 school year Internet Safety must be taught to and practiced by all students in grades K through 12.

**12. Enforcement.** ACPS will install software on ACPS computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: October 4, 2001

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Revised: September 20, 2007

Legal Refs.: Code of Virginia, 1950, as amended, § 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

18 U.S.C. §§ 1460, 2256

47 U.S.C. § 254

Cross Refs: JFC Student Conduct  
JFC-R Standards of Student Conduct